

<b>CONTRACT DATA REQUIREMENTS LIST (CDRL)</b>					Page 1 of	
A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item ESC Shared Service Provider Support Services		E. Contract/PR No. AC-10-04462		F. Contractor		
1. Data Item No. A001		2. Title of Data Item <b>Quality Management Plan</b>		3. Subtitle		
4. Authority		5. Contact Reference		6. Requiring Office AMO-001A		
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required		10. Frequency OTIME	11. As of Date (AOD) Project Schedule	
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See block 14		15. Distribution		
14. REMARKS:  Block 12 – Delivery dates will be identified on the Integrated Master Schedule, Block 13 – Final Delivery date will be identified on the Integrated Master Schedule  <b>Quality management</b> can be considered to have three main components: quality control, quality assurance and quality improvement. Quality management is focused not only on product/service quality, but also the means to achieve it. Quality management therefore uses quality assurance and control of processes as well as products to achieve more consistent quality  <div style="margin-left: 40px;">Develop a Quality Management Plan (QMP) that will describe the goals, objectives, constituent elements, staffing, and operations necessary to fulfill the tasks of the winning solution. The QMP will be developed by the Teaming Partner, reviewed, and approved by the ESC Project Manager.</div>  * Required with issuance / receipt of a Task Order				a. Addressee	b. Draft Copies	c. Final Copies Hard Copy    Elec Copy
				AMO-001A	1	1
				AMQ-210		1
				16. Total		
G. Prepared By: Teresa Ryser		H. Date 8/12/10	I. Approved By Janet Shell		J. Date 8/12/2010	

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D. System/Item ESC Shared Service Provider Support Services		E. Contract/PR No. AC-10-04462		F. Contractor			
1. Data Item No. A002		2. Title of Data Item Risk Management Plan			3. Subtitle		
4. Authority		5. Contact Reference			6. Requiring Office AMO-001A		
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required			10. Frequency OTIME	11. As of Date (AOD) Project Schedule	
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14			15. Distribution		
14. REMARKS:  Block 12 – Delivery dates will be identified on the Integrated Master Schedule, Block 13 – Final Delivery date will be identified on the Integrated Master Schedule  <div style="margin-left: 40px;">Develop a Risk Management Plan (RMP) that will describe the risks and risk mitigation strategy to ensure delivery of the work products identified in this SOW of the winning solution. The RMP will be developed by the Teaming Partner and reviewed and approved by the ESC Project Manager.</div>  *Required with issuance / receipt of Task Order					a. Addressee	b. Draft Copies	c. Final Copies Hard Copy    Elec Copy
					AMO-001A	1	
					AMQ-210		1
16. Total							
G. Prepared By: Teresa Ryser		H. Date 8/12/10		I. Approved By Janet Shell		J. Date 8/12/10	

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D. System/Item ESC Shared Service Provider Support Services		E. Contract/PR No. AC-10-04462		F. Contractor			
1. Data Item No. A003		2. Title of Data Item <b>Communication Management Plan</b>			3. Subtitle		
4. Authority		5. Contact Reference			6. Requiring Office AMO-001A		
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required		10. Frequency ONE / R	11. As of Date (AOD) Project Schedule		
12. Date of First Submission See Block 14	13. Date of Subsequent Submission See Block 14		15. Distribution				
<b>14. REMARKS:</b>  Block 12 – Draft Delivery dates will be identified on the Integrated Master Schedule, Block 13 – Final Delivery date will be identified on the Integrated Master Schedule  Develop a Communication Management Plan (CMP) that will define methods for:  1) sending and receiving information including content, level of detail, and conventions and standards to be followed;  2) responsibility assignments consistent with the Program Organization;  3) regularly assessing the effectiveness of the plan; and,  4) Improving / Changes to the plan when needed and agreed to by all parties (ESC, Teaming Partner and Customer (Agency)).  The CMP will be developed by the Teaming Partner and reviewed and approved by the ESC Project Manager.  * Required with issuance / receipt of Task Order				a. Addressee	b. Draft Copies	c. Final Hard Copy	Copies Elec Copy
				AMO-001A	1		1
				AMQ-210			1
				<b>16. Total</b>			
G. Prepared By: Teresa Ryser		H. Date 8/12/10	I. Approved By Janet Shell			J. Date 8/12/2010	

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D. System/Item ESC Shared Service Provider Support Services		E. Contract/PR No. AC-10-04462		F. Contractor			
1. Data Item No. A004		2. Title of Data Item Program Completion Plan		3. Subtitle			
4. Authority		5. Contact Reference		6. Requiring Office AMO-001A			
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required		10. Frequency OTIME	11. As of Date (AOD) Project Schedule		
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution			
14. REMARKS:  Block 12 – Draft Delivery dates will be identified on the Integrated Master Schedule, Block 13 – Final Delivery date will be identified on the Integrated Master Schedule  Develop a Program Completion Plan (PCP) that will be used to describe the actions required to close out the program and indentify the responsible person(s) and due dates. The PCP is developed by the Teaming Partner and reviewed and approved by the ESC Project Manager.  * Required with issuance / receipt of Task Order				a. Addressee	b. Draft Copies	c. Final Copies Hard Copy	d. Elec Copy
				AMO-001A	1		1
				AMQ-210			1
				16. Total			
G. Prepared By: Teresa Ryser		H. Date 8/12/10		I. Approved By Janet Shell		J. Date 8/12/10	

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A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>				
D. System/Item ESC Shared Service Provider Support Services		E. Contract/PR No. AC-10-04462		F. Contractor				
1. Data Item No. A005		2. Title of Data Item <b>Project Management Plan</b>			3. Subtitle <b>Project Plan &amp; Schedule (WBS)</b>			
4. Authority		5. Contact Reference			6. Requiring Office AMO			
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required			10. Frequency ONE / R	11. As of Date (AOD) Project Schedule		
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14			15. Distribution			
14. REMARKS:  Block 12 – Draft Delivery dates will be identified on the Integrated Master Schedule, Block 13 – Subsequent Delivery date will be identified on a as required bases  Partner will provide detailed "Complete Project Management Plans," to include but not limited to  1. Resourcing 2. Monitoring 3. Reporting 4. Quality assurance control 5. Functional and technical requirements gathering, documentation and analysis, gap analysis, 6. Communications planning documentation and execution 7. Change Management leadership, support and documentation 8. Conversion methodology assistance and documentation 9. Testing with documentation with results and resolutions 10. Solution demonstration lab execution and demonstration 11. System Integration Testing / Gap Analysis 12. User Acceptance Testing 13. System setup documentation and application system configuration 14. Interface coding, testing and documentation, follow existing standards 15. Information sharing during implementation and turnover to production support  *Required with issuance / receipt of Task Order					a. Addressee	b. Draft Copies	c. Final Hard Copy	Copies Elec Copy
					AMO-001A	1		1
					AMQ-210			1
					16. Total			
G. Prepared By: Teresa Ryser		H. Date 8/12/10		I. Approved By Janet Shell			J. Date 8/12/10	

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A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
D. System/Item ESC Shared Service Provider Support Services		E. Contract/PR No. AC-10-04462		F. Contractor			
1. Data Item No. A006		2. Title of Data Item <b>Integrated Master Schedule</b>			3. Subtitle Project Schedule		
4. Authority No		5. Contact Reference			6. Requiring Office AMO-001A		
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required		10. Frequency Bi-WE	11. As of Date (AOD) Project Schedule		
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution			
14. REMARKS:  Block 12 – Draft Delivery dates will be identified on the Integrated Master Schedule, Block 13 – Subsequent Delivery dates will be identified on the Integrated Master Schedule  The Teaming Partner will provide detailed Integrated Master Schedule.  The Integrated Master Schedule (IMS) is an integrated schedule containing the networked, detailed tasks necessary to ensure successful program execution. The IMS is vertically traceable to the Project Plan (if applicable), the Contract Work Breakdown Structure (WBS), and the Statement of Work (SOW). The IMS shall be used to verify attainability of contract objectives, to evaluate progress toward meeting program objectives, and to integrate the program schedule activities with all related components and EVM requirements of the winning solution.  Teaming Partner must revise the IMS, where necessary, to reflect current contract milestones and deliverables. The IMS will include all activities of the prime contractor, subcontractors, and dependencies on the Government. All contractor schedule information delivered to the Government or presented at program reviews shall originate from the IMS. You must perform appropriate analyses of the IMS tasks and report potential or existing problem areas and recommend corrective actions to eliminate or reduce schedule impact to the program.  Format – Using Microsoft Project  * Required with issuance / receipt of Task Order				a. Addressee	b. Draft Copies	c. Final Hard Copy	Copies Elec Copy
				AMO-001A	1		1
				AMQ-210			1
				16. Total			
G. Prepared By: Teresa Ryser		H. Date 8/12/10	I. Approved By Janet Shell			J. Date 8/12/10	

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D. System/Item ESC Shared Service Provider Support Services		E. Contract/PR No. AC-10-04462		F. Contractor			
1. Data Item No. A007		2. Title of Data Item Bi-Weekly Progress Report		3. Subtitle Actual vs. Budgeted			
4. Authority		5. Contact Reference		6. Requiring Office AMO-001A			
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required		10. Frequency BI-WE	11. As of Date (AOD) Project Schedule		
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution			
<b>14. REMARKS:</b>  Block 12 – Delivery dates will be identified on the Integrated Master Schedule, Block 13 – Subsequent Delivery dates will be identified on the Integrated Master Schedule  Draft Copy of Report will be delivered per Integrated Master Schedule and approved by ESC within 10 business days.  Bi-weekly planned vs. actual schedule progress reports. The report must state the progress of the implementation including planned vs. actual progress hours and budget.  The report must list the tasks that should have been started or completed since the last report and the current status of each task. It must also list all the tasks that are scheduled to begin before the next report.  * Required with issuance / receipt of Task Order				a. Addressee	b. Draft Copies	c. Final Hard Copy	d. Copies Elec Copy
				AMO-001A	1		1
				AMQ-210			1
				16. Total			
G. Prepared By: Teresa Ryser		H. Date 8/12/10		I. Approved By Janet Shell		J. Date 8/12/2010	

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D. System/Item ESC Shared Service Provider Support Services		E. Contract/PR No. AC-10-04462	F. Contractor		
1. Data Item No. A008		2. Title of Data Item <b>Risk Identification Report</b>		3. Subtitle Risk Status Report	
4. Authority		5. Contact Reference		6. Requiring Office AMO-001A	
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required		10. Frequency ASREQ	
11. As of Date (AOD) Project Schedule					
12. Date of First Submission	See Block 14		13. Date of Subsequent Submission	See Block 14	
14. REMARKS:  Block 12 – Draft Delivery dates will be identified on the Integrated Master Schedule, Block 13 – Subsequent Delivery dates will be identified on the Integrated Master Schedule  Risk identification reports with mitigation efforts or strategies. These reports are required for all risks identified during the life cycle of the project. The report must include a clear definition of the risk, a risk response plan, and how the risk will be monitored. The response plan must include workaround plans, corrective actions, and resource requirements. Result of the Risk Management Plan.  * Required with issuance / receipt of Task Order		15. Distribution			
		a. Addressee	b. Draft Copies	c. Final Copies Hard Copy	Elec Copy
		AMO-001A  AMQ-210	1		1  1
		16. Total			
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D. System/Item ESC Shared Service Provider Support Services		E. Contract/PR No. AC-10-04462		F. Contractor		
1. Data Item No. A009		2. Title of Data Item Monthly Status Report			3. Subtitle	
4. Authority		5. Contact Reference			6. Requiring Office AMO-001A	
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required			10. Frequency MTHLY	11. As of Date (AOD) Project Schedule
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14			15. Distribution	
14. REMARKS:  Block 12 – Draft Delivery dates will be identified on the Integrated Master Schedule,  Block 13 – Subsequent Delivery dates will be identified on the Integrated Master Schedule  The Teaming Partner shall provide a monthly status report monitoring the quality assurance, configuration management, and security management applied to the task order (as appropriate to the specific nature of the "WINNING RFP SOW").  * Required with issuance / receipt of Task Order				a. Addressee	b. Draft Copies	c. Final Hard Copy.
				AMQ-210	1	
				AMO-001A	1	
				16. Total		
G. Prepared By: Teresa Ryser		H. Date 8/12/10		I. Approved By Janet Shell		J. Date 8/12/10